

OFFICE USE

Initial Application Date: \_\_\_\_\_

Application/ Permit # \_\_\_\_\_

Application Completed \_\_\_\_\_



## CITY OF ASHEVILLE PERMANENT AND TEMPORARY SIGN PERMIT APPLICATION

DEVELOPMENT SERVICES CENTER: 161 S. CHARLOTTE ST. PO BOX 7148 ASHEVILLE, NC 28802  
(828) 259-5846 - Application Status (828) 259-5822 – Sign Administrator

**\*\*\* Completed application, checklist, site plan, elevation drawings and fees are required at the time of submittal; failure to provide this information will delay the processing of this application \*\*\***

### SITE LOCATION & DESCRIPTION

Site Address: \_\_\_\_\_ PIN #: \_\_\_\_\_

Tenancy: ☐ Single Tenant ☐ Multi-Tenant

### APPLICANT / OWNERSHIP INFORMATION

Applicant Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Business Name: \_\_\_\_\_ Privilege License # : \_\_\_\_\_

Property Owner's Name & Address:  
(if different from applicant) \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
Email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address/State/Zip: \_\_\_\_\_ Privilege License: \_\_\_\_\_

### SIGN TYPE ☐ PERMANENT ☐ TEMPORARY

- |                                      |  |                                       |                                      |  |                                  |
|--------------------------------------|--|---------------------------------------|--------------------------------------|--|----------------------------------|
| <input type="checkbox"/> Balloon     | <input type="checkbox"/> Canopy/Awning   | <input type="checkbox"/> Freestanding | <input type="checkbox"/> Projecting  | <input type="checkbox"/> Suspended/Transom | <input type="checkbox"/> Window  |
| <input type="checkbox"/> Banner      | <input type="checkbox"/> Changeable Copy | <input type="checkbox"/> Ground       | <input type="checkbox"/> Off-Premise | <input type="checkbox"/> Time/Date         | <input type="checkbox"/> Parapet |
| <input type="checkbox"/> Banner-wind | <input type="checkbox"/> Community ID    | <input type="checkbox"/> Marquee      | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Wall              | <input type="checkbox"/> Other   |

Existing freestanding sign on the property? Yes ☐ No ☐ Describe: \_\_\_\_\_

### PROPOSED WORK (check all that apply)

- |  |  |   |                                      |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> New Sign Installation | <input type="checkbox"/> Replace Existing Sign | <input type="checkbox"/> Off-Premise            | <input type="checkbox"/> Single-Face |
| <input type="checkbox"/> Additional New Sign   | <input type="checkbox"/> Face Change Only      | <input type="checkbox"/> Relocate Existing Sign | <input type="checkbox"/> Double-Face |
| <input type="checkbox"/> Alter Existing Sign   | <input type="checkbox"/> Mural, Graphic        | <input type="checkbox"/> Other                  | <input type="checkbox"/> Multi-Face  |

Description of Work: \_\_\_\_\_

### ILLUMINATION TYPE (check one, electrical permit required for illuminated signs)

- ☐ Non-Illuminated ☐ Illuminated-External Light ☐ Illuminated-Internal Light

Electrician and license # \_\_\_\_\_

☐ For Temporary Signs, include a drawing showing the dimensions, text, and display location of the sign(s).

**Continue on Reverse Side**

**SIGN DESCRIPTION**

If Temporary, dates to be displayed:		Beginning:		Ending:			
Total Project Cost (Perm. Sign Only)		\$					
<b>SIGN 1</b>		<b>SIGN 2</b>		<b>SIGN 3</b>		<b>SIGN 4</b>	
Sign Type		Sign Type		Sign Type		Sign Type	
# of Faces		# of Faces		# of Faces		# of Faces	
Horizontal Dimension	ft	Horizontal Dimension	ft	Horizontal Dimension	ft	Horizontal Dimension	ft
Vertical Dimension	ft	Vertical Dimension	ft	Vertical Dimension	ft	Vertical Dimension	ft
Total Square Footage	sf	Total Square Footage	sf	Total Square Footage	sf	Total Square Footage	sf
Store Frontage (for Multi-Tenant attached units)	ft	Store Frontage (for Multi-Tenant attached units)	ft	Store Frontage (for Multi-Tenant attached units)	ft	Store Frontage (for Multi-Tenant attached units)	ft
Total Height above Grade	ft	Total Height above Grade	ft	Total Height above Grade	ft	Total Height above Grade	ft
Setback or Projection (if required)	ft	Setback or Projection (if required)	ft	Setback or Projection (if required)	ft	Setback or Projection (if required)	ft

If you are not the business or property owner, you must have a valid City Privilege License to install a sign.

Approval of a Permanent or Temporary Sign Permit is valid for the use as submitted. Any changes to the use, structure, or sign will invalidate this approval.

**STATEMENT OF CONFORMITY:** As undersigned or authorized agent of the owner, I am applying for all construction specialty permits required to construct the project as described in this application. I agree to do the described work according to the attached plans and specifications and understand that the work is to be done in accordance with the Ordinances of the City of Asheville and State of North Carolina laws. By signing this permit application, I hereby affirm that I have read and understand the City of Asheville Unified Development Code, Section 7-13 – Sign Code and further affirm that the information provided in this application is correct and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review Staff: Date App Received:		Application Completed:			Receipt #:	
Zoning District:	Overlay District:	Flood Plain:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Variance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____
Permit Request	Plans Submitted	Contractor Business Name	State License #	Privilege License #	Cost of Work	Permit Fees
<input type="checkbox"/> Building	<input type="checkbox"/>				\$	\$
<input type="checkbox"/> Electrical	<input type="checkbox"/>				\$	\$
<input type="checkbox"/> Zoning	<input type="checkbox"/>				\$	\$
<input type="checkbox"/> Encroachment	<input type="checkbox"/>				\$	\$
<input type="checkbox"/> 4 % Tech. Fee	<input type="checkbox"/>				\$	\$
** Final Inspection Fee (attached or freestanding)						
a. 0 – 75 square feet \$45.00 + 4% Technology Fee						
b. 76 square feet + \$75.00 + 4% Technology Fee						
Sign Permit Amendment \$45.00 + 4% Technology Fee						
			<b>Total Project Cost</b>		\$	
			<b>Total Fee</b>		\$	



## **Sign Fact Sheet**

**It is highly recommended that applicants contact the Sign Administrator PRIOR to erecting signage to ensure compliance with the sign allowance requirements and to avoid penalties and fines. (828-259-5822)**

### **ALL SIGNS**

No sign – temporary, permanent, permitted, or unpermitted, with the exception of governmental signs – may be displayed in a public right-of way, on a utility pole, or roadside structure (e.g. trash can, bus stop, tree, bench). Such signs are subject to immediate removal by the City of Asheville and may be reclaimed within 7 days of removal for a \$50/sign reclamation fee.

### **PROHIBITED SIGNS**

- Abandoned
- Animated or flashing or optical illusion
- Flags used in combination with a commercial activity
- Portable or Moveable
- Signs in public right-of-way (with exceptions)
- Roof
- Sandwich Board (with exceptions)
- Traffic Look-alike
- Vehicle (with exceptions)
- Wind (with exceptions) includes balloons, streamers, and pennant

### **SIGNS EXEMPT FROM SIGN PERMITS BUT SUBJECT TO REGULATIONS**

*(Note: Building permits may be required)*

1. Commemorative – 8 sq ft of face/8'high
2. Construction – 1/st frontage (max 2); 4 sq ft face/10'high – sfd or duplex; 32 sq ft face/10'high – multi or commercial; requires building permit; removed within 7 days of CO
3. Directional – limited to 4/lot; maximum 4 sq ft of face; maximum height 3' if permanently freestanding
4. Non-commercial message
5. Political – 2 signs; 8 sf; 30 days pre-primary; 45 days pre-general; remove 5 days after
6. Real Estate – 2/lot – onsite only; 4 sq ft face/4' high – residential; 32 sq ft face/8' high – non-residential

### **TEMPORARY SIGNS**

1. Temporary sign(s) under 16 sq feet (total square footage) do not require a permit and can only be mounted inside a window.
2. A permit is required for any temporary sign(s) (multiple or single) with a total square footage over 16 sq feet. Maximum total square footage is 32 sq ft.
3. Permitted temporary signs may be placed inside windows, freestanding, or attached to a structure.
4. Temporary signs may be displayed for a minimum of 10 days and a maximum of 60 days total per calendar year per business.(6x10 day periods; 2x30 day periods; 1x 60 day period)
5. Temporary Sign Permit fee is \$25 per sign, plus a 4% technology fee per permit payable at the time of application.
6. The Temporary Sign Permit sticker issued with the permit must be displayed on the face of the sign.
7. A-frame signs require a separate sign permit with an insurance rider covering the City of Asheville and are only allowed in CBD, NC, UV, and UR zoning districts.

### **PERMANENT SIGNS**

1. Number, type, and size of permanent signs is dependent upon:
  - a. The zoning district the property is located in.
  - b. Whether the property is a single tenant development or multi-tenant development.

Single tenant means a single business establishment, activity, or use which does not share any facilities such as parking, storage areas, entrances, etc. with another use.

Multiple tenant development means a development in which there exists a number of individual and/or separate activities and in which there are appurtenant shared facilities (such as parking areas or pedestrian mall areas). 1/1 base on linear frontage, 3/1 based on linear frontage of tenant's portion of the building.